

Administration

- **Office Assistant/Data Entry**

- Assist with various tasks depending on project deadlines in the Rec N Parks Department. Tasks include answering phones, organizing storage areas, inputting volunteer reporting, scanning permits, and other tasks assigned by supervisor.
- One day a week for 2 hours
- Attire: Dressy Casual
- Training: training will be onsite consisting of a brief orientation of the department.
- Contact: Jackie Bender, Volunteer Maryland Coordinator,
Jackie.Bender@baltimorecity.gov with a filled out application which can be found at:
http://bcrp.baltimorecity.gov/Portals/Parks/documents/bcrp_volunteerapp2013.pdf

- **Photographer**

- Photograph various parks activities throughout the city. Activities include photographing clean-ups, special events, and various programs. Programs include Canoeing, Kayaking, Hiking, and many others.
- Photograph at least 1 event per month
- Attire: dependent on event
- Training will consist of an orientation of the overall department, but most training will be done onsite before the event.
- Contact: Jackie Bender, Volunteer Maryland Coordinator,
Jackie.Bender@baltimorecity.gov with a filled out application which can be found at:
http://bcrp.baltimorecity.gov/Portals/Parks/documents/bcrp_volunteerapp2013.pdf